*Appendix 2.6 Application Form for the PhD Fellowship and Research Support*

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| --- | --- | --- | --- |
|  | UNIVERSITY GRANTS COMMISSION  Sanothimi, Bhaktapur, Nepal  RESEARCH DIVISION  PF/RS-1 |  | Affix a passport size color photo |
|  |  |

The UGC Ph.D. Fellowship / PhD Research Support Application

**Incomplete application will not be proceeded for evaluation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Faculty |  |  | Young |  |  | To be filled by the UGC |
|  |  |  |  |  |  | Draft No./Bill No. of Rs. 300/-  Deposit: |
|  |  |  |  |  |  | Date: |
|  |  |  |  |  |  | Verified by: |

**1. Personal Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A1. Applicant’s Full Name (capital letter): | | A2. Gender: | | A3. Age: | | | A4. Date of Birth: |
| A5. Last Degree Obtained: | A6. Citizenship No., Issuing District: | | | | | A7. Underprivileged Group: | |
| A8. Permanent Address | | | A9. Mailing Address: | | | | |
| A10. Telephone:   * Residence: * Office: * Mobile: | A11. Email(s): | | | | A 12. Current Employment:   * Designation: * Institution: * Address: | | |

**2. Information about PhD Program Registered**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| B1. University: | | B2. Department: | | | B3. Campus/School: | |
| B4. Cluster  (Indicate by √ ) | a. Agriculture/Forestry | |  | e. Education | |  |
| b. Science & Technology | |  | f. Humanities & Social Sciences | |  |
| c. Health Sciences | |  | g. Management | |  |
| d. Engineering | |  |  | |  |
| B5. Registered for the Degree: | | B6. Subject: | | | B7: Specialization : | |
| B8. Registration Number: | | B9. Date of Registration: | | | B10. Date of the Proposal Approval: | |
| B11. Proposed Title of the Research: | | | | | | |

**3. Information About the Principal Supervisor** (please submit a CV separately)

|  |  |
| --- | --- |
| B12. Name: | B13. Highest Degree Obtained: |
| B14. Current Position: | B15. Service Period at the Current Position: |
| B16. Contact Details of the Supervisor   * Phone No(s).: * Email(s): | |
| B17. Total No. of Publications in Ranked journals  (with SCImago Journal Rank or JCR Impact Factor) | B18. Total No. of Publications in non-Ranked journals  (Non-ranked peer-reviewed journals) |
| **Name of Co-supervisors (if any)** |  |

**4. Research Infrastructure in Your Institution**

|  |  |
| --- | --- |
| List the relevant research infrastructure in your institution to conduct the proposed study | |
| Institute/Department | Research Infrastructure |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**5. Institutional Compliance/Compatibility with the UGC Minimum Standard for PhD Program**

|  |
| --- |
| **Q1. (Nepalese University)** Does the institution you are enrolled in comply with the UGC Minimum Standard and Procedure for PhD Degree 2073?  ( ) Yes - You are eligible to apply for the UGC PhD Fellowship  ( ) No - You are not eligible to apply for the UGC PhD Fellowship |
| **Q2. (Foreign University)** Does your university belong to "Recognized Foreign University" as per the UGC Research Development and Innovation Programs Implementation Guidelines 2021 (Section 1.6.24)?  ( ) Yes - You are eligible to apply for the UGC PhD Fellowship  ( ) No - You are not eligible to apply for the UGC PhD Fellowship |

**6. Academic Record (Latest first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Degree | Year | Major Subjects | Division/  Grade | Percentage  (%) | Board/ University |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**7. Employment Record** (Please include complete list in your CV)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Period of service | | Designation | Name and address of the institution | Assignments | Permanent/ Temporary | Full Time/ Part Time |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**8. Publication Record** (Please attach separate sheet if necessary, include the complete list in your CV)

|  |  |  |
| --- | --- | --- |
| 1. Major Research Publication in **Ranked Journals/Proceedings (SCImago Journal Ranking/JCR Impact Factor)** | | |
|  | Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) | Rank\*/IF (Year) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 2. Major Research Publication in **Non-Ranked Peer-Reviewed Journals** | | |
|  | Format: Authors, Title, Journal, Volume (Number), First page - Last page (Year) | Country |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

\* For SCImago Rank, visit: http://www.scimagojr.com

**9. Previous UGC Grants Received (Please attach a copy of the completion letter)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Program | Title | Period |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Q.** Do you have any UGC funded research project currently running (incomplete)?  ( ) Yes - You are NOT ELIGIBLE to apply for the UGC PhD Fellowship  ( ) No - You are eligible to apply for the UGC PhD Fellowship | | | |

**10. Detailed PhD Research Proposal**

Please attach your research proposal with the following major components written consistently in any one format (APA, MLA, Chicago, Turabian, Vancouver etc.) (limit it to 15-20 pages).

[Important: For the purpose of double-blind review, please use the applicant’s name only on the cover page and avoid it appearing on the inside page and citations by replacing your name with “●●●” ]

|  |
| --- |
| Research Proposal format:  (Note: The sequence of the sections can be altered to suit the discipline and the research methodology applied)  a. Title  b. Abstract  c. Background  d. Problem Statement  e. Literature Review and Research Gaps  f. Theoretical/Conceptual Framework  g. Conjectures/Hypotheses, Research Questions  h. Research Objectives  i. Study Design, Methods, Tools and Data Analysis  j. Expected Findings  k. Novelty and Level of Contribution of the Study  l. Expected Outputs (Publications)  m. Limitations and Delimitations  n. Ethical/Safety Issues  o. Organization of the Study  p. Gantt Chart and Detailed Budget (actual)\*  q. References  r. Association to National Priority\*\* (*explained in a simple language*) |

\* See Appendix 2.7 for allowable headings and budget outline

\*\* Refer to The UGC Research Development and Innovation Programs Implementation Guidelines 2021 Section 1.15 for the National Priority List

**11. Additional Eligibility Check**

|  |
| --- |
| **Q.** Have you submitted this proposal in full or in part to any other funding agency?  ( ) Yes - You are NOT ELIGIBLE to apply for the UGC PhD Fellowship now  ( ) No - You are eligible to apply for the UGC PhD Fellowship |

**12. References**

Provide details of TWO referees who may be in better position to explain why you should be considered for this funding. They should not have any family relations with you.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Organization |  |  |
| Designation |  |  |
| Phone Number |  |  |
| Email |  |  |

**13. Documents required (Check √ if included)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Copy of Citizenship |  | 8. Copies of first page of research articles with abstract, evidence of peer-reviewed/ranked journals |  |
| 2. Appointment letter and job certificates (for faculty) |  | 9. Curriculum Vitae of the Applicant |  |
| 3. Proposal acceptance letter and registration receipt . |  | 10. Nomination letter and curriculum vitae of the principal supervisor |  |
| 4. Copy of Certificate of Underprivileged Group (if any) |  | 11. Certification of 'No Support from Other Source'\* (if available now)\* |  |
| 5. Copies of Academic Diplomas (Masters and above) |  | 12. Certificate of Study Leave (for faculty) if available now |  |
| 6.Copy of Equivalence Certificate (if any |  | 13. PhD Research proposal (3 copies +1 CD) |  |
| 7. Previous UGC Support Certification (if any) |  | 14. Student identity card (if any) |  |

\*Certification from Supervisor or Head of the Host Institution stating that the applicant has not received any financial support for PhD program from any other source

**14. Confirmation by the University/Department Where Ph.D. Proposal Has Been Registered**

We certify that statements made above by the candidate have been verified and found true. If the applicant is selected for fellowship, he/she will be provided with available resources, facilities and guidance necessary to conduct and complete the proposed research in this institution. We also acknowledge that the UGC Ph.D. Fellowship will consist of a monthly allowance and support to certain educational expenses for three years to the fellow, and a PhD Research Support (only for Nepalese University or research carried out in Nepal) to support the research project of the fellow.

We reaffirm that the PhD program in our institute fully complies with the UGC Minimum Standard and Procedure for PhD Degree 2073.

Name of the Host Institution/Department: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

[Official Seal]

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Signature Signature

Name: . . . . . . . . . . . . . . . . . . . . . . . . . . Name: . . . . . . . . . . . . . . . . . . . . . . . . . .

Designation:. . . . . . . . . . . . . . . . . . . . . . Designation:. . . . . . . . . . . . . . . . . . . . . .

Date: . . . . . . . . . . . . . . . . . . . . . . . . . . . Date: . . . . . . . . . . . . . . . . . . . . . . . . . . .

(PhD Supervisor) (Head of the Host Department)

**………………………………….**

**Signature**

**Name: …………………………..**

**Designation:…………………..**

**Date:…………………**

**PhD Co-supervisor (if any)**

**14. Attestation by the Head of the Employing Agency (for Faculty Category)**

It is to certify that statements made above have been verified and found true. If the applicant is selected for the UGC PhD fellowship and research support, he/she will be provided with study leave from our institution to complete the program.

Name of the Employing Institution: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

[Official Seal]

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Signature

Name: . . . . . . . . . . . . . . . . . . . . . . . . . .

Designation: . . . . . . . . . . . . . . . . . . . . . .

Date: . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**15. Undertaking by the Applicant**

I hereby declare that I have read (a) The UGC Minimum Standard and Procedure for PhD/MPhil Degree, 2073, (b) The UGC Policy and Procedure against Research Misconduct, and (c) The UGC Funding Policies of Research Development and Innovation Programs Implementation Guidelines 2021, and agree to the conditions and my obligations as an applicant. I solemnly affirm that the information I have provided are true and the research proposal I have submitted is original and has not been submitted in full or in part to any other agency seeking a grant. Any research misconduct on my part and the information provided found false at any moment, I shall be liable to disciplinary action, which may result in termination of Fellowship funding and/or rejection of application.

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Signature

Name: . . . . . . . . . . . . . . . . . . . . . . . . . . . .. . . . .

Date: . . . . . . . . . .. . . . . . . . . . . . . . . . . . . . . . . .

|  |  |
| --- | --- |
| **Thumb** | |
| Right | Left |
|  |  |